

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

March 2, 2006

A meeting of the Idaho Emergency Communications Commission (IECC) was held on this date in the Basement Conference Room, Joe R. Williams Building, Boise, Idaho. Chairman Nancolas called the meeting to order at 1:18 p.m.

Members Present:

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary
Teresa Baker, Ada County Prosecutor's Office
Matt Beebe, Commissioner, Canyon County Commission
Clint Berry, Qwest, Boise
Bill Bishop, Director, Bureau of Homeland Security
Ben Estes, Retired Chief, Pocatello Fire Department
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene

Members Absent:

Gary Aman, Owyhee County Sheriff
Greg Vickers, Idaho Emergency Medical Services Association
Rich Wills, State Representative and Commission Vice-Chairman

Others Present:

Joe Roche, Department of Administration (ADM)
Lex Rutter, Department of Administration
Les Shadduck, Ada County Sheriff's Office
Dodie Collier, Statewide Interoperability Executive Council (SIEC)
Ed Flagan, Mountain West Communications
Colleen Wallace, EMS Bureau

Diane Carlson, Verizon Business
Diane Blume, Department of Administration

Approval of Minutes

MOTION: Commissioner Moore moved and Commissioner Bishop seconded that the Commission approve the minutes of the February 2, 2006 Idaho Emergency Communications Commission meeting as written. The motion passed unanimously.

Financial Reports

Commissioner Moore, Treasurer, presented the financial report. The report shows that the Commission has collected \$66,486.49 in Fiscal Year 2006 (FY06) and has a current balance of \$154,920. Commissioner Moore reminded the Commission that they had agreed at the December 2005 meeting that the FY06 budget allotments may change if the Commission decides to hire a full-time Statewide E911 Coordinator.

MOTION: Commissioner Moore moved and Commissioner Lemm seconded that the financial report be accepted. The motion passed unanimously.

SIEC Report

Dodie Collier, Project Manager for the Statewide Interoperability Executive Council (SIEC), gave an update on recent SIEC actions. The SIEC last met on February 23, 2006, with the following actions:

- Policy Subcommittee has been working on legislation. Legislative action, via Senate Bill 1415, is proceeding to allow SIEC permanent status via statute. Directors Ahrens, Bishop, and Charboneau, Bruce Allcott, and Dia Gainor were present at the Senate Judiciary and Rules Committee meeting on March 1st to lend support of the bill. The bill was passed out of Committee which is the first step.
- The Bannock County Sheriff's Department hosted a meeting which included the SIEC, the Idaho National Laboratory, and the Department of Energy to share information on statewide interoperability.
- Outreach Subcommittee has produced the second generation DVD and provided it with an information packet to our congressional delegation in Washington DC.
- Technical Subcommittee is finishing work with a consultant to develop two requests for proposal, one for an operational needs assessment and the other for a design build, so that they can proceed when money is secured.
- The next meeting of the SIEC will be March 23, 2006.

Vonage Update

Commissioner Baker reported that Ada County is working to establish a service and payment fee for Vonage similar to that of other wireline and wireless carriers. Last week she thought the contract was ready for approval, but the fee remittance portion of the contract was returned from

Vonage unsigned. Ada County's position is if that portion is not signed, Ada County won't sign the contract. They are in negotiation to resolve two main issues. Vonage would like to send one check to Ada County and have the county distribute the money throughout the state. Ada County cannot agree to this for the other counties. Vonage also wants to establish a uniform fee of 75 cents for each county. While this is what Ada County collects, the same amount is not collected throughout the state.

The following points were discussed:

1. While Vonage is not required to pay fees, it is willing to, but insists on generating one check to cover reimbursement to all counties.
2. The Idaho Association of Counties (IAC) is willing to create a distribution list for reimbursement.
3. The Commission has the authority to be the coordinating body for the distribution.
4. The ultimate fix is to amend Idaho Code Title 31 to address future technologies that could possibly be subject to a fee supporting E911.
5. The Commission must seek buy-in from the counties in order to amend Idaho Code Title 31.
6. The Commission needs to take this legislative action next session and, in the meantime, continue dialogue with Vonage and pursue how this body could receive and distribute money.
7. If Vonage is willing to give a gift to help Idaho PSAPs, the Commission can accept and distribute the funds while working on the legislative remedy.
8. The Commission must determine a reasonable administrative fee so that the Commission's budget doesn't pay for the cost of generating the payment checks to the counties.
9. Commissioner Baker said she will talk with Dan Chadwick, Executive Director of the IAC, to make sure the Association understands what the Commission is doing.
10. There should be a legislative subcommittee created now while the Legislature is in session so that a proposal can be circulated by early summer.

MOTION: Commissioner Moore moved and Commissioner Beebe seconded that the Chairman be authorized to create a legislative subcommittee. The motion passed unanimously. Commissioners Baker, Berry, Wills, Beebe, and Nancolas are to be the members of the subcommittee.

MOTION: Commissioner Bishop moved and Commissioner Cronin seconded that Commissioner Baker talk with Mr. Chadwick and the Department of Administration financial support staff, come back to the Commission with a report, and build into the payment a cost of administration. The motion passed unanimously.

Commissioner Baker gave an update that House Bill 695 (Emergency Communications Fees) is on the third reading calendar in the House. While there was discussion during the December 1, 2005 IECC meeting of including a section dealing with collection of fees from prepaid wireless service providers, that concept is not included in H695. Commissioner Baker recommended that

when the Commission works on Voice over Internet Protocol (VoIP) legislation the prepaid wireless language be added. Commissioner Baker will work on this.

“Next Steps” Subcommittee Report

Commissioner Moore presented the Position Description for the Statewide E911 Coordinator position and recognized Rebecca Fry, ADM’s Human Resource Officer, for her outstanding work in assisting the Commission.

The following points were discussed:

1. The State of Idaho compensation schedule sets three pay bench marks in each pay grade; for pay grade N the minimum pay is \$21.25, the mid point is called “policy” which is the point a person generally should reach within five years, and the maximum (\$35.15) is the cap in that classification. If the Commission hires at the maximum pay, the employee could not receive any salary increases since the wage is already at the cap. It is unusual to hire someone at or above policy.
2. **There was consensus of the Commission** that the top dollar amount in the salary range be reduced to the policy level of \$28.12 on the job announcement.
3. Benefits are 23 to 24 percent more than the hourly wage. This includes all benefits.
4. The announcement advertises nine minimum requirements which applicants must meet. The Commission considered whether some requirements could be moved to the “highly desirable” category to provide some flexibility in the announcement.
5. **There was consensus of the Commission** that language “OR a combination of experience and training totaling at least five years” be added to the end of item #4 (Good knowledge of current emergency communication technology).
6. Subject matter experts need to be identified to review applications. Commissioner Cronin was asked to confirm with the Division of Human Resources whether or not the SME must be a State of Idaho employee.
7. The subcommittee and representatives from human resources will conduct the interviews.
8. The Chairman will supervise the position.
9. Commissioner Estes abstained from all discussions and voting on this topic.

MOTION: Commissioner Gainor moved and Commissioner Baker seconded that the subcommittee be charged with retaining at least the first 4 bullets as minimum requirements including the modification on item #4, and asked the subcommittee to continue to review the remaining criteria and determine in what category they are placed. During discussion, this motion was **modified** and then **withdrawn** so that the Commission could vote on each criterion.

MOTION: Commissioner Bishop moved and Commissioner Gainor seconded that items 1, 2, 3, 4 (as modified by consensus), 5, 6, 7 (modified to include 2 years experience in grant writing), and 9 (modified to include standard ADA language for transportation) remain on the minimum qualification list and that item #8 (developing strategic plans) be moved down to the “highly desirable” list. Motion passed with Commissioner Estes abstaining from voting.

MOTION: Commissioner Moore moved and Commissioner Bishop seconded that, based on today's conversations and direction given to the subcommittee, the subcommittee move forward with announcing this position and conducting the hiring process. Motion passed with Commissioner Estes abstaining from voting.

New Business

Future Meeting Coordination

MOTION: Commissioner Moore moved and Commissioner Lemm seconded to continue meetings in Boise until the new position has been filled. The motion passed unanimously.

Open Comment Period

Les Shadduck, Ada County Sheriff's Office, said that two individuals from Vonage, Director of 911 and Director of 911 Taxes and Fees, want to be included on the agenda for the next meeting to discuss documents that they submitted. Commissioner Baker said the Commission may need the information from the assignments tasked for follow-up in the earlier discussion regarding Vonage fee collection and distribution prior to a presentation from the Vonage representatives. Chairman Nancolas asked that Les Shadduck relay to the Vonage representatives that the Commission will let them know at what future meeting they will be added to the agenda.

Commissioner Moore asked about the status of notices to associations on Commissioners with expiring terms. There was no update available.

Adjournment

MOTION: It was moved by Commissioner Berry and seconded by Commissioner Baker to adjourn the March 2, 2006 Idaho Emergency Communications Commission meeting at 2:48 p.m. The motion passed unanimously.

Mayor Garret Nancolas, Chairman
Idaho E911 Emergency Communications Commission

Scot R. Maring, Administrative Assistant
Department of Administration